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UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration
Washington 25, D. C.

Administrative Memorandum

SUBJECT: Standard Mileage Rate for Official Travel by Privately Owned Automobile

1. It shall be the responsibility of all administrative officials and travelers to insure that travel is performed with maximum economy consistent with the effective conduct of official business. To this end, careful consideration as to cost must be given by the official requesting the travel.
2. Authorization for trip travel to be performed through the use of privately owned automobile shall specify a reimbursement rate of four cents (4¢) per mile in those instances where the specific assignment could be performed satisfactorily by means of common carrier.
3. In only those cases where automobile travel is determined definitely to be advantageous to the Government such travel shall be authorized to receive reimbursement at the rate of five cents (5¢) per mile.
4. The official initiating the Request for Travel shall be responsible for having determined that, whenever a mileage rate of five cents (5¢) per mile is stipulated for automobile travel, such travel by privately owned automobile is definitely in the best interests of, and advantageous to, the Government.
5. This Memorandum supersedes all other existing instructions in conflict with the provisions of this Memorandum.

Claude R. Wickard

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Administrator

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